

Job Description: Project Manager EMBA Kinshasa

RECRUITMENT NOTICE

Protestant University in Congo in collaboration with Frankfurt School of Finance and Management informs the public that it is looking for a Project Manager for a fixed term contract.

Key Responsibilities

Prospective Students Recruitment and Admissions

- Set up a prospective students' database stipulating contact details, backgrounds and motivations of prospective students
- Compile a mailing list (electronic and physical address) to use for targeted PR campaign
- Stay in touch regularly with prospective students
- Act as a point of information for Explaining the EMBA programme and its benefits/challenges to interested applicants
- Distribute and explain Admission Conditions
- Compile Admission Demands
- Evaluate Admission Demands
- Organize the Admission Interviews
- Take notes during the admission interviews
- Inform candidates of their acceptance

Project Management

- Project Accounting (overall budgetary responsibility, liaising with Frankfurt head office, webcash database and responsibility for final accounts)
- Facility Management responsibility for ensuring that furniture, airconditioning, teaching materials are always of high quality and available (markers, etc.)
- Faculty management (*Professors from Germany*: supervise the process that professors are met at the airport, accompanied to their hotel, transported to university and evening programme is assured. *Local professors*: ensure prompt payment and ensure all are aware of quality standards, that professors are on time and that the semesters finish on time, etc.)
- Student Management (ensuring fees are paid and students are attending classes --- follow up, etc.)
- Communications (Close communications with Frankfurt HQ and CCAM project team at all times)

Key Qualification:

- Good English Language Skills
- Licence in Business Administration, Economics or other related topics (5 years at university)
- Service oriented
- Well structured

Submission of Applications

- Cover letter that clearly explains why you feel capable of performing the job;
- CV up to date;
- the names, positions, telephone number and email address of at least three professional references and a brief explanation of their professional relationship with you (eg "My direct supervisor" etc.).
- Applications must be submitted in a sealed envelope to the Congolese-German Centre for Microfinance at the Protestant University of Congo (corner of Avenue Victory and Liberation). Deadline July 25th 2013 at 16:30 ' or by email to: b.drexler@fs.de or ccam@int.fs.de (with indication: Project manager EMBA)

Prof. Mgr Ngoy Boliya

Rector,

Université Protestante au Congo